

[Your Name]
[Your Job Title]
[Your Employee ID Number]
[Date]

[HR Contact Name]
[Human Resources Department]
[Company Name]

Re: Withdrawal of Retirement Notice

Dear [HR Contact Name],

I am writing to formally request the withdrawal of my notice of retirement, which I previously submitted on [Date of Original Notice]. My original retirement date was scheduled for [Date].

Due to a change in my personal circumstances, I have decided to postpone my retirement and would like to continue my employment with [Company Name] in my current role.

I hope that you will accept this request and allow me to rescind my resignation. I remain committed to my duties and look forward to continuing my work with the team.

Please let me know if there are any specific forms I need to complete or if you would like to discuss this matter further.

Thank you for your understanding and support.

Sincerely,

[Your Signature]
[Your Printed Name]